

**Communication Plan for DOE Employees:
Transition from DOE Payroll to DFAS
as of September 5, 2003**

Target Date	Action	Responsible Person or Org.	Status	Status Date
Dec 2002				
12/2002	Issue MEMO to Heads of Departmental Elements announcing transition of payroll services to DFAS (available on web site)	ME-14	Completed	12/24/02
Feb 2003				
2/2003	Issue DOECAST launching web page devoted to transition	ME-14 & ME-52	Completed	2/21/03
2/2003	Conference call for HRDs – labor discussion and topics for web	ME-52	Completed	2/20/03
2/2003	Advance notice to Labor Council Leadership	ME-52	Completed	2/21/03
March 2003				
3/2003	Brief Labor Council on the transition of payroll to DFAS	ME-14	Completed	3/5/03
3/2003	Publish communications plan on web site	ME-14	Completed	3/14/03
3/2003	Post first set of Qs and As on transition – “reading the new earnings statements”	ME-14 & ME-52	Completed	3/14/03
3/2003	Training schedule to Payroll Liaisons and Energy Time and Attendance Coordinators; enrollment available on CHRIS training	ME-14	Completed	4/2/03
April 2003				
4/2003	Update Labor Council	ME-52 & ME-14	Completed	4/15/03

4/2003	Second set of Qs and As on transition – special leave and pay events: FMLA, leave donation, compensatory time, etc.	ME-52	Completed	5/7/03
May 2003				
5/2003	Third set of Qs and As – DOE’s payroll transition and other Federal agencies’ transitions	ME-52	Completed	6/5/03
June 2003				
6/2003	Presentation at HRD Forum	ME-14	Completed	6/15/03
6/2003	Begin ELBS messages – switching to DFAS	ME-14	Completed	PP200313 PP200314
6/2003	Record and resolve all cases of employees not having access to ELBS via ESS	ME-14 & ME-52	Completed	9/2003
6/2003	Fourth set of Qs and As on transition – “using ESS”	ME-52	Completed	7/9/03
July 2003				
7/2003	Continue ELBS messages	ME-14	Completed	PP200315 PP200316
7/2003	Update ESS web page notice	ME-14 & ME-50	Completed	8/1/03
7/2003	Fifth set of Qs and As – “electronic time and attendance”	ME-14	Completed	8/1/03
Aug 2003				
8/2003	Continue ELBS messages	ME-14	Completed	PP200317 PP200318
8/2003	Final pre-transition Memo to Payroll Liaisons, Timekeepers, Certifying Officials, ETACs	ME-14	Scheduled for 9/8/03	
8/2003	Final DOECAST regarding transition	ME-52	Scheduled for Week of 9/8/03	

Sept 2003				
9/2003	Sixth set of Qs and As – “transition matrix”	ME-52 & ME-14	Deleted	9/5/2003
9/2003	ELBS messages (welcome to DFAS)	ME-14	On Schedule	
9/2003	Post implementation briefing to ME-1	ME-10 & ME-50	On Schedule	